REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDP – 143

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT		
SEMI-ANNUAL SUMMARY			X	STATISTICAL
				NARRATIVE
				MACHINE-NAME LISTING

25X1

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
5	Semi-Annual	3

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.	TSD
	X	NO		25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
	N/A

25X1

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									$104.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$104.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

A semi-annual summary of _____ activities as required by _____ TSD 25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
October 19__		

FORM 112